

Manager Fact Sheet: Telework

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Introduction:

This fact sheet provides basic information and links to valuable resources state human resource professionals and managers can use when considering telework.

Benefits:

Telework benefits the employee, the state of Montana, and the environment. Telework supports:

- work-life balance and cost savings
- improved morale, job satisfaction, and job performance
- disaster recovery operations
- reduced greenhouse gas emissions
- wear and tear on Montana roads and highways, and potential real estate savings for the state of Montana

Definitions:

Telework - a formal work arrangement in which agency management directs or permits employees to perform their usual job duties away from the central workplace.

Telework Agreement - a written agreement between agency management and the employee detailing the terms and conditions of an employee's work away from the central workplace.

Recommendations:

Telework is normally offered to seasoned employees who have earned the trust and confidence of their supervisors. Managers may have interested employees complete a self-assessment to ensure their position and work style are conducive to teleworking.

Telework practices vary widely depending on the agency. We recommend agencies:

1. develop well-constructed telework policies
2. formalize written telework agreements between the supervisor and the employee
3. establish specific outcome-based performance objectives
4. communicate regularly ensuring success of a telework agreement

Resources:

The following resources provide detailed information and can be tailored to meet your agency's specific needs:

- [state of Montana telework policy](#)
- [federal telework guide](#)
- [sample agency telework policy](#)
- [sample telework agreement](#)
- [sample safety and security checklist](#)
- [sample hardware and software inventory](#)
- [sample teleworker self-assessment](#)
- [sample supervisor's telework checklist](#)

Alternative accessible formats of this Fact Sheet will be provided on request. Persons who need an alternative format should contact the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call through the Montana Relay Service at 711.